

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 14 April 1967

1. Progress on the Special Military Detail Program to South Vietnam: [REDACTED] scheduled for duty with the Cadre Development Program are completing the one-week Agency orientation and will report for the six-week OCO phase today, 17 April 1967.
2. Reserve Affairs: Ambassador Randolph Kidder, Foreign Service Institute, addressed the Agency Military Reservists on Monday, 3 April and spoke on the subject of "The Country Team - Its Place in the Implementation of Policy."
3. Employee Handbook: Final details for printing the Handbook were discussed with Printing Services Division and the order to print given. The estimated delivery date is o/a 1 June 1967.
4. July Class - Career Trainees: As of this date, 55 external recruits and 2 internals have been confirmed for the July CTP class. In addition, 15 other internals are now being considered for the class.
5. "Trimastics" Program: For several weeks we have been surveying interest of Agency female employees in an organized "trimastics" program conducted by a qualified instructress for a fee of approximately \$1.00 per lesson. Twenty-one employees have responded affirmatively and arrangements are now being made to institute this program.

/s/ [REDACTED]

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*[Signature]*  
Emmett D. Echols  
Director of Personnel

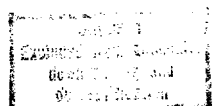
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2 - D/Pers (Subject/Chrono)

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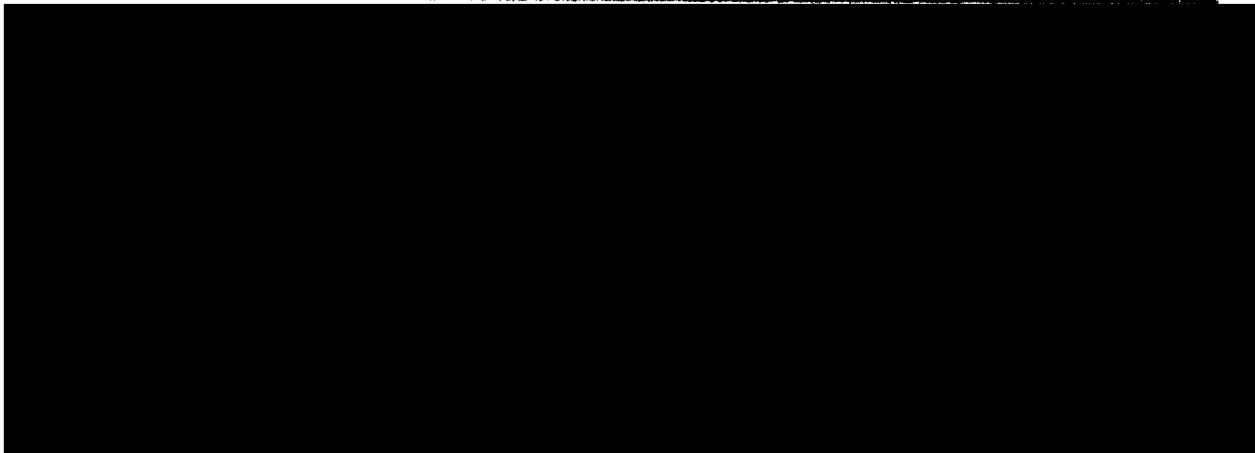
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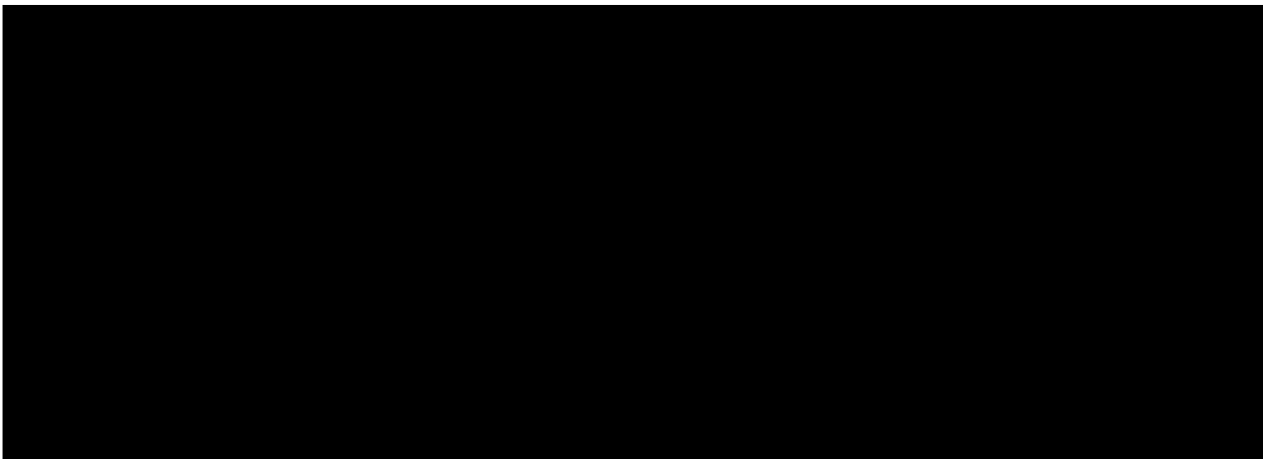
MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 7 April 1967

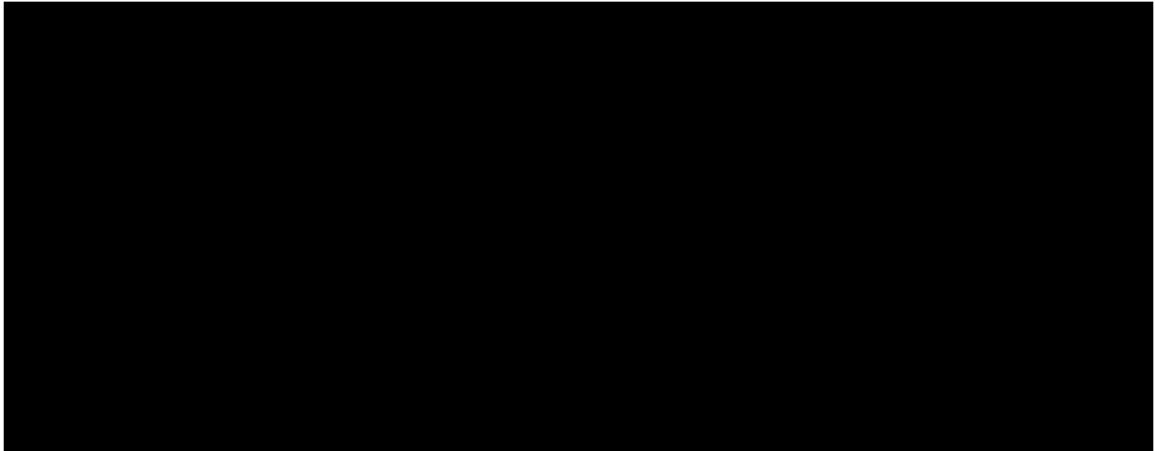
1. Progress on Special Military Detailee Program to South Vietnam:



2. Reporting Social Security Coverage in Secure Manner: The Deputy Chief, Contract Personnel Division chairs a subcommittee of the Agency Tax Committee established to develop procedures for reporting Social Security quarters of coverage on sensitive Agency assets in a secure manner. He reports:



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3. Assignment of Clerical Employees to the Clandestine Services:

Report on clerical assignments to the Clandestine Services:

1 January 1967 through 31 March 1967

3 April 1967 through 7 April 1967

TOTAL 1 January 1967 through 7 April 1967



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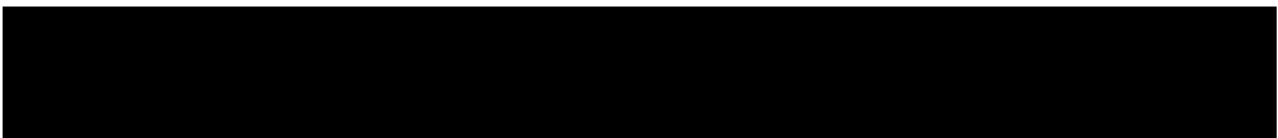
4. Relocation of Clerical Staffing Branch: The Clerical Staffing Branch including the Interim Assignment Section relocated to the Ames Building during the weekend of 7 April.

5. Visit to Professional Placement Organization: The Deputy Chief, Recruitment Division, spent 5-6 April in [REDACTED] with James T.

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[REDACTED] to discuss various recruitment activities. During this visit

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Organizations. Procedures were worked out with both organizations for the referral of our young retirees and resignees and the posting of job requirements these firms have against the possibility that we can identify an upcoming Agency retiree who could fill the requirement.


6. Visit by Placement Director, Connecticut College for Women:  
The Chief and Deputy Chief, Recruitment Division were visited by

Miss Marcella Harter, Placement Director, Connecticut College for Women. Miss Harter was in Washington visiting various Government agencies with a view toward gaining a broader picture of employment possibilities in the Federal Service for the graduates of her school. They provided her with a two-hour briefing on the types of positions generally filled by female BA Liberal Arts graduates. She then met with the Deputy Director of Personnel for Recruitment and Placement.

7. Employee Activity Association: The Camera Club will conduct an exhibit of selected Camera Club photography during the week of 17 April 1967 in the Agency's "Exhibit Hall", D Corridor, First Floor.

8. Fringe Benefits for Contract Employees: We are only a week or two away from receiving a final decision from the Bureau of Retirement and Insurance (BRI) on our request to extend retirement, health benefits, and FEHLI coverage to U.S. citizen contract employees. Comments by the Interagency Advisory Group members have been received by BRI and are now being analyzed. The Director, BRI remains optimistic and indicated that a decision would be made within the next two weeks. He will let us know as soon as such a decision has been made.

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Ernest D. Echols  
Director of Personnel

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